

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Municipal Administration & Urban Development Department - Urban Local Bodies - Community Participation Law -Functioning of Ward Committees, Area Sabhas in ULBs -Execution - as - Strategy roll out - Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (ELEC.II) DEPARTMENT

G.O.Ms.No.1

DATED 01.01.2014

Read the following:

1. G.O.Ms.No. 57, MA & UD Department, dated 10-02-2010.
2. G.O.Ms.No. 58, MA & UD Department, dated 10.02.2010.
3. From the Commissioner and Director of Municipal Administration, Hyderabad, Letter No. 21645/Elec.I/2009, dated 27.12.2013.

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ORDER:

The Constitution has been amended by Constitution (74th Amendment) Act, 1992 to come into force from 1-6-1993 with a main objective of making Urban Local Bodies as institutions of self-governance. Accordingly, Municipal Laws, in A.P. were amended through Act No. 17 of 1994 to make them conform with the provisions of Constitution 74th Amendment Act, 1992. The amended Municipal Laws came into force with effect from 01-06-1994.

2. Later, enactment of Community Participation Law became one of the reforms to be undertaken under JNNURM at State Level. The objective was to institutionalize citizen participation in the functioning of Urban Local Bodies through creation of Ward Committees and Area Sabhas. Therefore, Municipal Laws in A.P. have been amended again through Act No. 7 of 2008 on 19-4-2008 and, in the G.Os. 1st and 2nd read above, the Greater Hyderabad Municipal Corporation (Constitution, conduct of Meetings, Powers and Functions of Ward Committees and Area Sabhas) Rules, 2010 and A.P. Municipalities (Constitution, conduct of Meetings, Powers and Functions of Ward Committees, Area Sabhas and Ward Sabhas) Rules, 2010.

3. During 2010 Greater Hyderabad Municipal Corporation established micro-governance institutions. In order to review the exploration on the micro-governance institutions in Greater Hyderabad Municipal Corporation, a workshop was organized on 07.12.2013 and based on the deliberations and discussions in the workshop, the Commissioner and Director of Municipal Administration, Hyderabad has submitted proposals to roll-out execution - as - strategy so as to enable micro-governance institutions located at the last mile in urban local bodies, to oversee and participate in operation and management of urban functions, funds and functionaries (3F).

4. Government after careful examination of the matter and based on the suggestions of the 2nd Administrative Reforms Commission, the ideas of Nobel Laureate Elinor Ostrom and report of the Commissioner and Director of Municipal Administration, A.P., Hyderabad, sent in reference 3rd cited, hereby issue operational guidelines as shown in the Appendix together with prescribed formats as annexure I to XVI, attached to this order. The Commissioner and Director of Municipal Administration, A.P., Hyderabad and the Municipal Commissioners shall ensure that the formats are attached to the work - bills, wage - bills, and so on.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SAMEER SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Commissioner and Director of Municipal Administration, Hyderabad
The Commissioner, Greater Hyderabad Municipal Corporation, Hyderabad
The Commissioner, Greater Vishakhapatnam Municipal Corporation, Vishakhapatnam

P.T.O

The Commissioner, Vijayawada Municipal Corporation, Vijayawada
The Managing Director, HMWSSB, Hyderabad
The Engineer-in-Chief (Public Health), A.P. Hyderabad
The Director of Town and County Planning, A.P. Hyderabad
The Managing Director, APUFIDC, A.P. Hyderabad
The Mission Director, MEPMA, A.P. Hyderabad
The Project Director, APMDP, O/o. of C&DMA, Hyderabad
All District Collectors in the State - through the C&D.M.A., Hyderabad
All Commissioners of Municipal Corporations and Municipalities in the State -
through the C&D.M.A., Hyderabad

Copy to:

The P.S. to Chief Secretary to Government
The OSD to Hon'ble M(MA)
The P.S. to Principal Secretary to Government (MA), MA & UD Department
The P.S. to Principal Secretary to Government (UD), MA & UD Department
SF/SC

//FORWARDED :: BY ORDER//

SECTION OFFICER

(APPENDIX TO G.O.MS.NO.1, MA & UD (ELEC.II) DEPT., DATED 01.01.2014)

EXECUTION - AS - STRATEGY GUIDELINES FOR WARD COMMITTEES AND AREA SABHAS

1. In pursuance of Sections 8-A and 8-B of the GHMC Act, 1955 and Sections 5-B, 5-C and 5-D of A.P. Municipalities Act, 1965 and the Rules the following guidelines are issued for functioning of Ward Committees and Area Sabhas:

- i. Guidelines for conducting meetings of Ward Committees and Area Sabhas in ULBs
- ii. Guidelines for Supervision and Inspection of Maintenance of Urban Services by Ward Committee Members in ULBs
- iii. Guidelines for identification of maintenance works by Ward Committees and Area Sabhas in ULBs
- iv. Guidelines for preparation of Ward Development Plan in GHMC
- v. Guidelines for preparation of Ward Infrastructure Index and Inventory of Municipal Assets in ULBs.
- vi. Guidelines for preparation of Ward Annual Report in ULBs

2-1. Provisions of the Act, Rules and Guidelines for conducting meetings of Ward Committees and Area Sabhas in ULBs are detailed hereunder:

The Provisions of the Act contained in GHMC Act, 1955 and A.P. Municipalities Act, 1965 in respect of Ward Committees and Area Sabhas and Rules issued there under the two Acts are one and the same.

2-1-1. Provisions of the GHMC Act:

“Section 8-A (5): The manner of conduct of business at the meetings of the Ward Committee shall be such as may be prescribed”.

CONDUCT OF BUSINESS AND FUNCTIONARIES

2-1-2. Provisions of Rules as per GHMC Act:

“Rules 12 to 24 and 38 of the Rules -

Rule - 12: Secretary of the Ward Committee:- After constitution of the Ward Committees under section 8 A of the Act, the Commissioner shall specify within seven days of such constitution, an officer of the Corporation to be the Secretary of each Ward Committee.

Rule - 13. Meetings of the Ward Committee:-

(1) The date and time of the first meeting of the Ward Committee shall be fixed by the Commissioner or an officer authorized by the Commissioner. The date and time for the subsequent meetings shall be fixed by the Chairperson of the Ward Committee.

(2) The member of the Municipal Corporation representing the ward shall preside over the meetings of the Ward Committee.

(3) A Ward Committee or a group of Ward Committees shall be provided with an office and the Ward Committee shall meet therein for the transaction of business atleast once in two months upon such day and such time as it may fix and also at other times as often as a meeting is called by the Chairperson.

- (4) No meeting of the Ward Committee shall be held on a public holiday and on the day on which a meeting of the Corporation is scheduled to be held.
- (5) No meeting shall be held unless notice of the day and time when the meeting is to be held and of the business to be transacted thereat has been given at-least three clear days before the day of the meeting.
- (6) In cases of urgency, the Chairperson may convene a meeting on giving shorter notice than that specified in sub-rule (5).

Rule - 14. Agenda for the meeting:

The agenda for the meeting shall be prepared by the Secretary in consultation with the Chairperson. The Secretary may include in the agenda any subject which, in his opinion, should be considered by the Ward Committee and shall include therein any subject specified by the Chairperson. On any subject included in the agenda, the Chairperson as well as the Secretary shall have the right of recording his views in a note and such note shall be circulated to the members or placed before the Ward Committee before or at the time of the consideration of such subject by the Ward Committee.

Rule - 15. Requisition for convening the meeting:-

- (1) The Chairperson shall, on the requisition in writing of not less than one-half of the members then on the Ward Committee, convene a meeting of the Ward Committee provided the requisition specifies the day, other than a public holiday, the time and the purpose for which the meeting is to be held. The requisition shall be delivered at the office of the Ward Committee during office hours, to the Chairperson, Secretary or any other person who may then be in-charge of that office at-least seven clear days before the day of the meeting.
- (2) The Chairperson shall within forty-eight hours from the delivery of such requisition call a meeting on the day specified therein.
- (3) Where the Chairperson fails within forty-eight hours from the delivery of such requisition to call a meeting on the day specified therein, such meeting may be called by the members who signed the requisition on giving the notice of three clear days to the other members.

Rule - 16. Meetings open to the Public:-

All meetings of the Ward Committee shall be open to the public. Provided that the Chairperson may, and at the request of the Ward Committee shall, in any particular case, for reasons to be recorded in minutes book kept under Rule 22 direct that the public in general, or any person in particular shall withdraw from the meeting.

Rule - 17. Attendance by the Secretary:-

The Secretary of the Ward Committee shall attend meetings of the Ward Committee. The ward level officers of the Corporation shall also attend the meetings of the Ward Committee.

Rule - 18. Decision by majority members:-

All questions which may come before the Ward Committee at any meeting shall be decided by a majority of votes of the members present at the meeting and in every case of equality of votes, the Chairperson shall have a casting vote.

Rule - 19. Dissent Note:-

When a member gives a dissent note, the Chairperson shall incorporate the same in the minutes book. If the Chairperson fails to record the dissent note given by any member in the minutes book, the Secretary shall record the same and intimate the member who gave the dissent note. If 20% of the members give dissent note, Secretary of the Ward Committee shall submit a report to the Commissioner who shall examine the report and communicate his decision to the Secretary of the Ward Committee. The decision of the Commissioner shall be final in this matter.

Rule - 20. Quorum:-

- (1) No business shall be transacted at a meeting unless there be present atleast one-half of the total members then on the Ward Committee.
- (2) If within half an hour after the time appointed for a meeting a quorum is not present, the meeting shall stand adjourned, unless all the members present agree to wait longer.

Rule - 21. Modification of Resolution:-

No resolution of Ward Committee shall be modified or cancelled within three months after the passing thereof except at a meeting specially convened in that behalf and by a resolution of the Ward Committee supported by not less than one-half of the members then on the Ward Committee.

Rule - 22. Minutes of the Meeting:-

The minutes of the proceedings at the meeting of the Ward Committee shall be drawn up and entered in a book kept for that purpose; and shall be signed by the Chairperson; and the said minutes shall, at all reasonable times and without charge, be open at the Ward Committee office for the inspection of any person who pays any tax under this Act in the area of the Ward Committee.

Rule - 23. Forwarding the proceedings:-

Within three (3) days of the date of the meeting, copy of the minutes of the proceedings at such meeting in the main language of the district, shall be forwarded by the Secretary of the Ward Committee to the Commissioner and members of the Ward Committee. An authenticated copy of the said minutes shall also be affixed to the Notice Board of the Ward Committee office.

Rule - 24. Custody of Records:-

The Secretary shall have the custody of the proceedings and records of the Ward Committee and may grant copies of any such proceedings and records on payment of such fees as the Corporation may, by general or special order determine. Copies shall be certified by the Secretary as provided in Section 76 of the Indian Evidence Act, 1872 (Act I of 1872) and copies so certified may be used to prove the records of the Ward Committee in the same manner as they may, under sub-section (5) of Section 71 of the said Act, be used to prove the proceedings of that body”.

“Rule - 38 - Meetings of Area Sabha:-

- (1) The Area Sabha representative shall preside over the meetings of the Area Sabha.
- (2) The Area Sabha shall meet once in three months and also at other times as often as a meeting is called by the Area Sabha Representative in a premises identified by the Commissioner or an officer authorized by the

Commissioner. No meeting of the Area Sabha shall be held on the day on which a meeting of the Corporation or Ward Committee is scheduled to be held. The Area Sabha Representative shall fix the date and time of meeting and inform it to all the electors in the area through the Secretary of the Ward Committee. Atleast fifty voters shall be present at the meeting of Area Sabha

- (3) The agenda for the meeting of Area Sabha shall be prepared by the Secretary of the Ward Committee concerned in consultation with Area Sabha Representative. The discussions in the Area Sabha shall be confined to the functions entrusted to it. After necessary discussions, the Area Sabha shall pass resolutions in respect of the items placed in the agenda. The Secretary of the Ward Committee shall attend the meetings of Area Sabha and render all possible assistance to the Area Sabha Representative in conducting the meetings of Area Sabha.
- (4) The minutes of the proceedings at the meeting of Area Sabha shall be drawn up in the main language of the District and entered in a book to be kept for the purpose and shall be signed by the Area Sabha Representative. The Secretary of the Ward Committee shall have the custody of the proceedings and records of Area Sabha.
- (5) The Area Sabha Representative shall forward a copy of the minutes of the meeting of Area Sabha to the Ward Committee for taking further action in the matter”.

2-1-3. Guidelines - Office accommodation and Secretary of Ward Committee:

- i. Commissioner has to nominate an Officer of the Corporation to be the Secretary of Ward Committee.
- ii. Office accommodation shall be provided for the Ward Committee.

2-1-4. Ward Committee Meetings:

- i. The Ward Committee shall meet in the ward committee office for transacting the business at least once in two months, but preferably every month and also at other times as a meeting is called by the Chairperson.
- ii. Dates may be suggested for conduct of meetings of Ward Committees zone-wise in order to facilitate ward level officers to attend the meetings.

2-1-5. Allotment of the subjects to the Ward Committee Members:

The Chairperson of the Ward Committee shall allocate subjects i.e. functions entrusted to the Ward Committee at the rate of one subject to each member in the meetings of the Ward Committee to develop specialization in the performance of the functions by the Ward Committee.

2-1-6. Agenda for the meeting of Ward Committee:

The agenda for the meeting shall be prepared by the Secretary in consultation with the Chairperson. The Secretary may include in the agenda any subject which, in his opinion should be considered by the Ward Committee and shall include therein any subject specified by the Chairperson.

2-1-7. Requisition for convening the meeting:

Not less than one-half of the members of the Ward Committee can give a requisition to the Chairperson or Secretary specifying the date, time and the purpose for which meeting is to be held at least seven clear days before date of the meeting. There upon, the Chairperson shall within forty-eight hours

from the delivery of such requisition call a meeting on the day specified therein.

Where the Chairperson fails within forty-eight hours from the delivery of such requisition to call a meeting on the day specified therein, such meeting may be called by the members who signed the requisition, on giving the notice of three days to the other members.

2-1-8. Meetings open to the Public :

All meetings of the Ward Committee shall be open to the public provided that the Chairperson may, and at the request of the Ward Committee shall, in any particular case, for reasons to be recorded in minutes book kept under Rule 22 direct that the public in general, or any person in particular shall withdraw from the meeting.

2-1-9. Official to attend the meetings of Ward Committee :

The Secretary of the Ward Committee with the following officers shall attend the meetings.

- i. Bill Collector of taxation section
- ii. Community Organizer of UCD section
- iii. Section Officer / Town Planning Supervisor of Town Planning Section
- iv. A.E. of Engineering Section
- v. A.E. of Street Lighting Section
- vi. Sanitary Jawan / Sanitary Supervisor of Sanitary Section
- vii. Supervisor of Entomology Section
- viii. Supervisor of Horticulture Section
- ix. Ward Level Officer to be deputed from HMWS & SB in case of GHMC

2-1-10. Decision by majority members:

All questions which may come before the Ward Committee at any meeting shall be decided by a majority of votes of the members present at the meeting and in every case of equality of votes, the Chairperson shall have a casting vote. The majority will be decided using the slips with an option to tick yes / no. The Ward Secretary will count and announce the outcome during the Ward Committee meeting itself.

VOICE TO ALL

2-1-11. Dissent Note:

If 20% of the members or more give dissent note, the Secretary of the Ward Committee shall submit a report to the Zonal Commissioner /Commissioner who will communicate a final decision to the Secretary of the Ward Committee.

2-1-12. Quorum:

At least one-half of the total members then on the Ward Committee shall be present at a meeting of the Ward Committee to transact business.

2-1-13. Modification of resolution:

No resolution of Ward Committee shall be modified or cancelled within three months after the passing thereof except at a meeting specially convened in that behalf and by a resolution of the Ward Committee supported by not less than one-half of the members then on the Ward Committee.

2-1-14. Minutes of the meeting:

The minutes of the proceedings at the meetings of the Ward Committee shall be entered into a minutes book and shall be signed by the Chairperson. Secretary of the Ward Committee shall forward a copy of the minutes of proceedings at such meeting to Zonal Commissioner / Commissioner and members of the Ward Committee within three days of the date of the meeting. An authenticated copy of the said minutes shall also be affixed to the Notice Board of the Ward Committee office.

2-1-15. Meetings of Area Sabha:

The Areas Sabha shall meet once in three months and also at other times as often as a meeting is called by the Area Sabha Representative (ASR) in premises identified by the Commissioner. The Area Sabha Representative shall fix the date and time of the meeting and inform it to all the electors in the area through the Secretary of the Ward Committee. The meeting shall be presided over by the Area Sabha Representative. At least 50 voters shall be present at the meeting of the Area Sabha.

2-1-16. Agenda for the Meeting of Area Sabha:

The agenda for the meeting of Area Sabha shall be prepared by the Secretary of the Ward Committee concerned in consultation with Area Sabha Representative. The discussions in the Area Sabha shall be confined to the functions entrusted to it. The Secretary of the Ward Committee shall attend the meetings of Area Sabha and render all possible assistance to the Area Sabha Representative in conducting the meetings of Area Sabha.

2-1-17. Agenda items to be discussed in the Area Sabha Meeting:

- i. Placing of the decisions taken by the Ward Committee in respect of the Area concerned for information of the Area Sabha.
- ii. Identification of maintenance works and determination of the priority of the works to be taken up in the area and forwarding of the same to the Ward Committee.
- iii. Identification of most eligible persons for beneficiary oriented schemes as per guidelines of the Government and preparation of list of beneficiaries in the order of priority and forwarding the same to the Ward Committee.
- iv. Verification of the eligibility of the persons who are already getting various kinds of welfare assistance from the Government such as pensions and other subsidy schemes and submit a report to the Ward Committee.
- v. Identification of deficiencies in water supply, sanitation and street lighting and to suggest remedial measures to the Ward Committee.
- vi. Suggestions regarding location of street lights, public taps, public toilets to the Ward Committee.
- vii. Conduct awareness campaign in the respective area on the importance of cleanliness, improvement of the environment and prevention of pollution.
- viii. Any other issue with the permission of the Chair.

FUNCTIONS

2-2. Provisions of the Act, Rules and Guidelines for Supervision and Inspection of Maintenance of Urban Services by Ward Committee Members in ULBs are detailed hereunder:

OVER SIGHT

2-2-1. Provisions of the GHMCA Act :

1. "Section 8-A (6) The Ward Committee shall discharge the following functions, namely :-
 - (i) Supervision over:-
 - a) sanitation work and drainage maintenance;
 - b) distribution of water supply;
 - c) working of the street lights;
 - d) minor repair of roads;
 - e) maintenance of markets;
 - f) maintenance of parks and playgrounds;
 - g) implementation of poverty alleviation programmes".
2. "Section 8-A (8) (a): The Corporation shall allocate twenty percent of the amount earmarked in the annual budget of the Municipal Corporation for maintenance of services namely: sanitation, water supply and drainage, roads, street lightings, parks, markets to all Ward Committees for attending to the functions specified above.
3. Section 8-A (8) (b): The utilization of funds by Ward Committees for maintenance of civic services and all matters related thereto shall be such as may be prescribed".

2-2-2. Provisions of Rules as per GHMC Act: Rule 25, Rule 28 and Rule 36-

"Rule 25 - Functions of Ward Committee: The Ward Committee shall perform the following functions as specified in sub-section (6) of section 8-A of the Act, namely:-

- (i) Supervision over
 - a. Sanitation work and drainage maintenance
 - b. Distribution of water supply
 - c. Working of street lights
 - d. Minor repair of roads
 - e. Maintenance of markets
 - f. Maintenance of parks and playgrounds
 - g. Implementation of poverty alleviation programmes".

"Rule 28 - Powers of Ward Committee:

- (1) The Corporation shall allocate twenty percent of the amount earmarked in the annual budget for maintenance works of urban services namely, sanitation, drainage, water supply, roads, street lighting, parks and markets etc. to all Ward Committees. The Corporation shall allocate funds to the Ward Committees for every quarter to enable them to take up maintenance works in respect of the functions entrusted to them.
- (2) The Ward Committee will identify the works to be taken up with the funds sanctioned under sub-rule (1) and forward the list of works to the Commissioner for according administrative sanction. The Commissioner shall give due regard to the list of works submitted by the Ward Committee while sanctioning the works in the ward. The budget allocation made by the Corporation to the ward shall not be exceeded while sanctioning the works by the Commissioner.
- (3) The maintenance works sanctioned on the recommendations of the Ward Committee shall be executed by the Commissioner as per the existing rules

in force. In case of any complaint by the Ward Committee regarding any sub-standard work, the concerned official shall inspect the work within a week and take up rectification and submit action taken report in the next meeting of the Ward Committee.

- (4) The Ward Committee is competent to inspect the maintenance works sanctioned to it by the Commissioner from time to time, and review the progress in the execution of the said works”.

“Rule - 36 - Functions of Area Sabha:

Area Sabha is entrusted with the following functions:-

- i) To generate proposals and determine the priority of developmental programmes to be implemented in the area and forward the same to the Ward Committee;
- ii) To identify the most eligible persons for beneficiary oriented schemes as per guidelines of the Government and prepare a list of beneficiaries in the order of priority and forward the same to the Ward Committee;
- iii) To verify the eligibility of persons getting various kinds of welfare assistance from the Government such as pensions and subsidies and submit a report to the Ward Committee;
- iv) To identify the deficiencies in water supply, sanitation and street lighting and to suggest remedial measures to the Ward Committee; and
- v) To suggest the location of street lights, public taps, public wells and public toilets to the Ward Committee”.

2-2-3. Guidelines:

The Managing Director, Hyderabad Metro Water Supply & Sewerage Board (HMWSSB) in circular dated 14-7-2010 authorized the Ward Committees in GHMC to undertake the following functions relating to water supply and sewerage :

- i. Supervision over distribution of water supply
- ii. Supervision over sewerage maintenance
- iii. Supervision over O&M of certain aspects of HMWSSB

2-2-4. Items of work for Supervision:

2-2-4-1. Sanitation work and drainage maintenance :

i. As regards sanitation, solid waste management and open drains, the basic objective of the ULB is to keep the city / ward clean and tidy. As a measure to achieve this objective, the members of the Ward Committee including Areas Sabha Representatives should ensure that their respective jurisdiction is kept clean and tidy. To ensure this, they may see that :

- a) Door-to-Door Collection of waste is followed by all households including tenants and also of establishments.
- b) “Litter Free” is strictly observed after notification.
- c) Garbage storage and collection mechanism is followed as planned.
- d) Segregation of waste into dry and wet and subsequent composting / vermi-composting of wet waste is taken up preferably with community participation i.e., through RWAs, SLFs and SWM experienced NGOs.
- e) Garbage collection and segregation is properly attended, and
- f) Garbage is properly transported from localities

g) “No burning of waste” and covering of garbage vehicles with proper coloured polythene cover is implemented.

h) Timely redressal of complaints in call centre/citizen service centre / ward offices

g) Disinfectants are used as per schedule and dosage

h) Payment of user charges by establishments/ and efficient working civic exnora in residential colonies.

ii. The ward members may also supervise as to whether:

a) Muster is taken for the public health workers in the morning and evening hours at the respective places at designated timings.

b) Regular sweeping of roads and cleaning of drains is taken up as per schedule.

c) Regular cleaning of public toilets and urinals is being done, where they are maintained by ULB

d) Whether the entire garbage and debris generated is transported daily to the transit camps / dumping yards properly, and

e) Whether rank vegetation along road margins is removed as per schedule fixed.

f) Anti larvel operations and fogging operations for control of Malaria are taken up as per schedule fixed.

g) Whether the pin point programme (3 P) for ULB and private employees is followed.

iii. The Ward Committee Members shall give a report on the maintenance of sanitation for every month by 10th of the succeeding month in the format prescribed in Annexure - I. The Secretary of the Ward Committee shall forward the report to the Sanitary Supervisor / Sanitary Inspector concerned every month and the Sanitary Supervisor / Sanitary Inspector shall give due regard to the report of Ward Committee while preparing the pay bill. The Sanitary Supervisor / Sanitary Inspector shall submit an action taken report to the Ward Committee within a fortnight of receipt of the report from the Ward Committee. Further, he shall enclose a copy of the report of the Ward Committee in respect of preceding month to the current month pay bill / wages bill of the concerned PH Workers / Private Workers.

2-2-4-2. Maintenance of water supply and sewerage:

i. In respect of water supply and sewerage, the HMWSSB / ULB employs various levels of officers and employees for the maintenance of water supply and sewerage. The members of Ward Committee (including Area Sabha Representatives) may supervise :

a) whether distribution of water supply is being done regularly as per schedule fixed. Whether adequate pressure is maintained in water supply

b) Whether water supply lines are crossing sewerage lines and if so whether casement pipes are provided to water supply lines.

c) Whether there are any leakages in distribution lines

d) whether there is any chockage in the sewerage system

e) Timely redressal of complaints in call centre/citizen service centre / ward offices

ii. The Ward Committee Members shall give a report on the maintenance of Water supply and sewerage for every month by 10th of the succeeding month in the format prescribed in Annexure - II. The Secretary of the Ward Committee shall forward the report to the Manager, HMWSSB / AE, (Water Supply) concerned every month for taking necessary action. Manager, HMWSSB / AE (Water Supply) concerned shall submit an action taken report to the Ward Committee within a fortnight of receipt of the report from the Ward Committee.

2-2-4-3. Maintenance of Roads :

i. Maintenance of roads is very crucial in ULBs. It is needless to say that roads are embodiment of civilization in any society. The members of Ward Committee have an important role, since this area of supervision/inspection needs special attention. The members of the Ward Committee may supervise whether the time lines fixed for various services at Citizen Service Centres / Implementation of Citizen Charter in G.O. Ms. No. 278 dated 19-6-2013 of MA & UD Department in respect of GHMC are adhered to in respect of the following :

- a) Filling of potholes
- b) Catch pit cover replacement
- c) Removal of water stagnation
- d) Removal of chokes / blockages in emergencies

ii. The Ward Committee Members shall give a report on the maintenance of Roads for every month by 10th of the succeeding month in the format prescribed in Annexure - III. The Secretary of the Ward Committee shall forward the report to the Deputy EE / AE concerned every month for taking necessary action. Deputy EE / AE concerned shall submit an action taken report to the Ward Committee within a fortnight of receipt of the report from the Ward Committee.

2-2-4-4. Maintenance of street lights:

i. As regards street lighting, the members of Ward Committee may supervise:

- a) Whether street lights are switched on and switched off as per the timings fixed in accordance with sunset and sun rise timings.
- b) whether street lights are burning regularly
- c) whether replacement or repairs of street lights is arranged as stipulated
- d) whether electric poles are safe or in dangerous condition
- e) Whether the pin point programme (3 P) for the ULB and private employees is followed.
- f) Timely redressal of complaints in call centre/citizen service centre / ward offices

ii. The Ward Committee Members shall give a report on the maintenance of Street Lights for every month by 10th of the succeeding month in the format prescribed in Annexure - IV. The Secretary of the Ward Committee shall forward the report to the Deputy EE / AE concerned every month for taking necessary action. Deputy EE / AE concerned shall submit an action taken report to the Ward Committee within a fortnight of receipt of the report from the Ward Committee.

2-2-4-5. Maintenance of Parks and Play Grounds:

i. As regards maintenance of parks and play grounds the members of Ward Committee may supervise as to whether:

- a) Timings for parks and play grounds with community involvement (RWAs / SLFs) are followed
- b) the parks and play grounds are maintained neatly and cleanly
- c) whether play equipment installed in the parks and play grounds are properly maintained
- d) whether public taps in the parks, if any, are functioning properly
- e) whether public toilets and urinals, if any, are maintained properly
- f) whether parking places are maintained properly
- g) Whether the pin point programme (3 P) for the ULB and private employees is followed.

ii. The Ward Committee Members shall give a report on the maintenance of Parks and Play Grounds for every month by 10th of the succeeding month in the format prescribed in Annexure - V. The Secretary of the Ward Committee shall forward the report to the Horticulture Officer / Inspector of Games and Sports / concerned officer every month for taking necessary action. Horticulture Officer / Inspector of Games and Sports / concerned officer shall submit an action taken report to the Ward Committee within a fortnight of receipt of the report from the Ward Committee.

2-2-4-6. Maintenance of Markets:

i. As regards maintenance of markets the members of Ward Committee may supervise that:

- a) Municipal markets are kept neat and clean;
- b) Waste collected in the market is properly removed as per schedule fixed;
- c) Public taps, if any, in the market are functioning properly;
- d) Public toilets and urinals are maintained properly;
- e) Parking places are maintained properly.

ii. The Ward Committee Members shall give a report on the maintenance of Markets for every month by 10th of the succeeding month in the format prescribed in Annexure - VI. The Secretary of the Ward Committee shall forward the report to the Sanitary Supervisor / Sanitary Inspector / Deputy EE / AE concerned every month for taking necessary action. Sanitary Supervisor / Sanitary Inspector / Deputy EE / AE concerned shall submit an action taken report to the Ward Committee within a fortnight of receipt of the report from the Ward Committee.

2-2-4-7. Supervision in respect of poverty alleviation programmes covering the following items :

- i. Coverage of all poor into SHGs with necessary capacity building as prescribed by MEPMA.
- ii. COs/Pos attending SHGs/SLFs meetings as per schedule fixed.
- iii. Provision of bank credit/ Bank Linkage to SHGs- Banker - SHG interface for easy flow of Bank Linkage Loans and Loan repayment issues.
- iv. Pavalavaddi to SHGs
- v. Facilitating Conduct of skill development training programmes.

The Ward Committee Members shall give a report on the implementation of Poverty Alleviation Programmes for every month by 10th of the succeeding

month in the format prescribed in Annexure - VII. The Secretary of the Ward Committee shall forward the report to the Slum Development Officer / Community Development Officer / Community Organizer concerned every month for taking necessary action. Slum Development Officer / Community Development Officer / Community Organizer concerned shall submit an action taken report to the Ward Committee within a fortnight of receipt of the report from the Ward Committee.

BENEFICIARY IDENTIFICATION

2-2-4-8. Identification of eligible persons for beneficiary oriented schemes by Area Sabha

Area Sabha shall identify the most eligible persons for beneficiary oriented schemes as per the guidelines of the Government and prepare list of beneficiaries in the order of priority and forward the same to the Ward Committee. The beneficiaries shall be identified in the meetings of Area Sabha where atleast 50 voters shall be present at the meeting. The list of beneficiaries eligible for beneficiary oriented schemes shall be identified scheme-wise in the format prescribed in Annexure - VIII. There after, Ward Committee Secretary shall forward the list of eligible persons for beneficiary oriented schemes to the Ward Committee.

INSPECTION

2-2-4-9. Inspection of maintenance works :

The Ward Committee members while inspecting the maintenance works sanctioned to it may broadly verify whether the work is executed as per the sanctioned estimate and whether prescribed precautions are taken to maintain the quality of the work. The Deputy EE / AE concerned shall inform the Ward Committee members about the measurements of the work, quality of the work before payment of the bill. The Deputy EE / AE shall obtain the comments of the Ward Committee on each work in the format prescribed in the Annexure - IX and give due regard the comments of the Ward Committee before making payment. The inspection report of the Ward Committee shall be attached to the bill by the Deputy EE / AE. Deputy EE / AE concerned shall submit an action taken report to the Ward Committee within a fortnight of receipt of the report from the Ward Committee.

2.2.5. Programme for supervision and inspection :

- i. The Ward Committee members shall take up supervision of urban services and inspection of maintenance works sanctioned to it as a group of members since it will not be possible for Ward Level Officers to accompany them if inspections are taken up by each member separately. The Chairperson of the Ward Committee shall arrange to give advance intimation to Ward Level Officers regarding supervision and inspection through the Secretary of the Ward Committee. The Secretary of the Ward Committee shall communicate the programme to ward level officers through SMS well in advance. The Ward Level Officers shall accompany the Ward Committee members during supervision and inspection of urban services as per the message given by the Secretary. In case of any sub-standard work noticed by Ward Committee Members, a complaint shall be lodged by them with Secretary of the Ward Committee. The Secretary of the Ward Committee shall forward the complaint to the concerned ward level officer for rectification and report. The concerned official shall inspect the work within a week, and take up rectification and submit action taken report in the next meeting of the Ward Committee.

- ii. In case, it is not possible to attend to the observations made by the members of the Ward Committee, the ward level officer should inform the matter to their higher level officers at the circle level for necessary instructions.

2.2.6. Record of inspection :

The activities in respect of inspection and supervision should be recorded by the Ward Committee Chairperson and the information should be furnished to the Secretary of the Ward Committee, who would include it as a part of annual report of the Ward Committee. The information in respect of inspection and supervision may contain:

- i. Particulars of inspection of the Ward Committee on the maintenance of urban services
- ii. Particulars of inspection of maintenance works sanctioned to the Ward Committee
- iii. Particulars of observations made by Ward Committee during inspection of maintenance works.
- iv. Particulars of Action Taken Reports submitted by the Ward Level Officers on the observations made by the Ward Committee.

2-3. Provisions of the Act, Rules and Guidelines for identification of maintenance works by Ward Committees and Area Sabhas are detailed hereunder:

2-3-1. Provisions of the GHMC Act :

1. **“Section 8-A (8) (a):** The Corporation shall allocate twenty percent of the amount earmarked in the annual budget of the Municipal Corporation for maintenance of services namely - sanitation, water supply and drainage, roads, street lightings, parks, markets to all Ward Committees for attending to the functions specified above.
2. **Section 8-A (8) (b):** The utilization of funds by Ward Committees for maintenance of civic services and all matters related thereto shall be such as may be prescribed”.

2-3-2. Provisions of the Rules as per GHMC Act:

“Rule 28 - Powers of Ward Committee:-

(1) The Corporation shall allocate twenty percent of the amount earmarked in the annual budget for maintenance works of urban services namely, sanitation, drainage, water supply, roads, street lighting, parks and markets etc. to all Ward Committees. The Corporation shall allocate funds to the Ward Committees for every quarter to enable them to take up maintenance works in respect of the functions entrusted to them.

(2) The Ward Committee will identify the works to be taken up with the funds sanctioned under sub-rule (1) and forward the list of works to the Commissioner for according administrative sanction. The Commissioner shall give due regard to the list of works submitted by the Ward Committee while sanctioning the works in the ward. The budget allocation made by the Corporation to the ward shall not be exceeded while sanctioning the works by the Commissioner.

(3) The maintenance works sanctioned on the recommendations of the Ward Committee shall be executed by the Commissioner as per the existing rules in force. In case of any complaint by the Ward Committee regarding any sub-standard work, the concerned official shall inspect the work within a week and

take up rectification and submit action taken report in the next meeting of the Ward Committee.

(4) The Ward Committee is competent to inspect the maintenance works sanctioned to it by the Commissioner from time to time, and review the progress in the execution of the said works”.

MAINTENANCE WORKS

2-3-3. Guidelines for identification of works to be taken up for maintenance of services:

i. **Nature of works to be taken up under maintenance of services:** The following works, among others, may be identified by the Ward Committees for maintenance of services to enable them to discharge the functions entrusted to them.

Sl. No.	Nature of urban service	Categories of Maintenance works
1.	Sanitation	i. Sweeping of roads, streets including lanes, by-lanes, footpaths, central medians, road dividers and depositing the garbage at the dust bin. ii. Door-to-door collection of garbage and depositing the garbage at the dust bin. iii. Scrapping and removal of slit and sand on the roads and deposing the waste at the dust bin. iv. Cutting and removal of road side shrubs, tree stems, dry leaves etc. on the roads and footpaths and depositing the same at the dustbin v. Transportation of garbage, silt or waste from dustbin to the compost yard
2.	Water Supply and Drainage	i. Repairs to leakages in water supply distribution lines ii. Fixing of man-hole covers and fixing of safety grills to man-holes. iii. De-slitting of sewerage lines iv. Road restoration in respect of water supply pipe lines laid or water supply connections sanctioned v. Provision of casement pipes where water supply lines are crossing sewerage lines.
3.	Roads	i. Repair of pot-holes on the roads. ii. Restoration of road cuttings made for various purposes iii. Surface damages to the roads iv. Repair of footpaths
4.	Street lights	i. Replacement or repair of street lights ii. Re-location of street light poles causing inconvenience to the traffic.
5.	Parks	i. Repairs to play equipment provided in the

		parks ii. Repairs to toilets and urinals in parks iii. Repairs to water supply system in parks iv. Repairs to pathways in parks
6.	Markets	i. Repairs to market buildings ii. Repairs to toilets and urinals provided in the markets iii. Repairs to pathways in markets

2-3-4. Section 8-B (5) (i) of the Act and Rule 36 of the rules stipulate that Area Sabha has to generate proposal and determine the priority of developmental programmes to be implemented in the area and forward the same to the Ward Committee.

2-3-5. After receipt of intimation from the Commissioner about the allocation of funds to the Ward Committee, an indication has to be given to the Area Sabhas by the Ward Committee about the allocation of funds to generate proposals by Area Sabhas for undertaking maintenance works in respect of urban services.

2-3-6. The Area Sabha Representative (ASR) may carryout an assessment to identify the works in two ways - (1) Field survey and (2) Participatory exercise

(1) Field Survey : Field survey may be carried out in each area by the ASR involving, among others, the following stakeholders

- a) A President / Secretary Representing Registered Residents Welfare Association in the Area.
- b) A member of registered Tax Payers Association / Rate Payers Association in the Area.
- c) A President / Secretary of Slum Level Federation (i.e. NHC) of a slum. In case of non-availability of a Slum Level Federation in an Area, a representative of senior most self - help group in the Area.
- d) A member of a registered association / institution / institute / body or organization or NGO or Mahila Mandali or Trade Union / Chamber of Commerce / Medical Council in the Area.
- e) Any other prominent citizen from the Area
- f) Ward Level Officers

(2) The steps in the field survey shall include the following

- a) The ASR along with the stakeholders shall conduct field inspection of various localities in the Area and identify the repair works to be taken up relating to maintenance of urban services
- b) After conducting the field survey ASR shall list out the repair works needed for maintenance of urban services in Annexure - X

2-3-7. Participatory Exercise:

- i. After conducting field survey the ASR shall conduct a participatory exercise with the stakeholders mentioned above and 50 voters of the area.
- ii. After detailed discussion, Area Sabha has to prioritize the repair works to be taken up in municipal services to the extent of 200% of the funds indicated by the Ward Committee.

- iii. The list of works prioritized shall be prepared in Annexure - XI and submitted to the Ward Committee.

2-3-8. Preparation of list of repair works to be taken up for maintenance of urban services

- i. After receipt of draft proposals from Area Sabhas, the Secretary of the Ward Committee shall consolidate the draft proposals and prepare a draft list of repair works proposed by ASRs for maintenance of urban services in the ward.
- ii. The Chairperson with members of the Ward Committee shall undertake inspection of the works proposed by ASRs and prioritize the repair works to be taken up based on the necessity and extent of damage caused to the service.
- iii. Later on, the Chairperson of the Ward Committee shall convene a meeting of Ward Committee for discussion of the draft proposals received from Area Sabhas and list of repair works prioritized during the inspection of the Ward Committee.
- iv. After detailed discussion, the Ward Committee shall prepare a list of repair works to be taken up for maintenance of urban services to the extent of the funds indicated by the Commissioner
- v. The list of repair works prioritized by the Ward Committee shall be prepared in annexure - XII.
- vi. The Secretary of the Ward Committee shall submit the list of repair works prioritized by the Ward Committee to the Commissioner for according administrative sanction.

WARD DEVELOPMENT PLAN

2-4. Provisions of the Act, Rules and Guidelines for preparation of Ward Development Plan are detailed hereunder:

2-4-1. Provisions of the GHMC Act:

“Section 8-A (6) (v): The Ward Committee shall discharge the following functions namely:-

xxx xxxxxxxxxxxxxxxxxxxxxxxxxxxx

- (v) Prepare an annual ward development plan in a manner consistent with the rules to be prescribed”.

2-4-2. Provisions of the Rules as per GHMC Act:

“Rule 29 - Preparation of Ward Development Plan:-

After approval of the budget by the Corporation, the Commissioner or an officer authorized by the Commissioner shall send an intimation to the Ward Committees about the allocation of funds to them for the succeeding financial year. Based on the intimation received from the Commissioner, the Ward Committee shall prepare a Ward Development Plan giving priority for water supply and drainage / sewerage and solid waste management. The Development Plan shall be placed before the Ward Committee for its approval. After approval of the Ward Committee, the Secretary of the Ward Committee shall forward the Development Plan to the Commissioner for incorporation in the Annual Development Plan of the Corporation”.

2-4-3. Guidelines - Preparation of Ward Development Plan involves the following tasks :

- i. Gathering of relevant data
- ii. Analyzing the data to set priorities

- iii. Matching the set priorities to available budgets.
- iv. Defining process of implementation
- v. Setting and monitoring of targets

Ward Committee has to prepare Ward Development Plan for implementation of their functions and responsibilities namely maintenance of urban services.

2-4-4. Objectives of Ward Development Plan :

- i. To meet Operation and Maintenance (O&M) requirements of urban services namely sanitation, water supply, drainage, sewerage, roads, street lighting, parks and playgrounds.
- ii. To ensure implementation of O & M works of urban infrastructure with in the stipulated time.
- iii. To ensure proper implementation of poverty alleviation programmes.
- iv. To improve the quality of the life of the residents in the ward.

2-4-5. Ward Profile : Secretary of the Ward Committee shall collect data and prepare Ward Profile, among others, covering the following information :

- i. Ward at a glance
- ii. Ward Environmental Infrastructure maintenance requirements
- iii. Slum Environmental Infrastructure maintenance requirements
- iv. Ward Social Infrastructure maintenance requirements
- v. Poverty Alleviation Programmes

The Ward Profile shall be prepared in Annexure-XIII appended.

2-4-6. Allocation of funds to Area Sabhas : After receipt of intimation from the Commissioner about the allocation of funds to the Ward Committee, an indication has to given to the Area Sabhas by the Ward Committee about the allocation of funds for generating proposals of the area for incorporation in the Ward Development Plan. Further, the Secretary of the Ward Committee shall forward a copy of the Ward Profile to the Area Sabhas for preparation of proposals in this regard. The proposals to prepared by the Area Sabhas shall be related to the functions entrusted to the Ward Committee.

2-4-7. Rapid Assessment : Each Area Sabha shall carry out a rapid assessment to identify in each sector the following :

- i. Priority problems
- ii. Linkage of problems with maintenance of urban services
- iii. Causes of the problems
- iv. Possible solutions to the problems

2-4-8. Implementation of Rapid Assessment : The Rapid Assessment shall be carried out by Areas Sabha Representatives (ASR) in two ways - Participatory exercise and Field Survey. Participatory exercise shall be carried out in each area involving, among others, the following stakeholders :

- i. A President / Secretary Representing Registered Residents Welfare Association in the Area.
- ii. A member of registered Tax Payers Association / Rate Payers Association in the Area.
- iii. A President / Secretary of Slum Level Federation (i.e. NHC) of a slum. In case of non-availability of a Slum Level Federation in an Area, a representative of senior most self - help group in the Area.

- iv. A member of a registered association / institution / institute / body or organization or NGO or MahilaMandali or Trade Union / Chamber of Commerce / Medical Council in the Area.
- v. Any other prominent citizen from the Area.

2-4-9. The steps in the participatory exercise shall including the following:

- i. ASR to call for a meeting of various stakeholders
- ii. List the main service sectors for maintenance
- iii. Take up one service sector for maintenance at a time
- iv. Identify the main problems in the sector
- v. Examine whether the problems are related to operation and maintenance (O&M)
- vi. For the problems related to O&M, identify the causes
- vii. Record the details in a format given in Annexure-XIV appended
- viii. Move to the next sector, repeat the steps and so on, till all the sectors are covered

The Secretary of the Ward Committee and Ward Level Officers shall participate in the Rapid Assessment conducted by the ASR and render all assistance in this regard.

2-4-10. Rapid Assessment shall also be carried out through field survey to identify in each sector, problems, linkages of the problem with O&M, and possible solutions. The findings of participatory rapid assessment may throw up some new issues related to O&M, which can be explored in depth during the rapid field survey. The field survey provides an opportunity to validate the findings of the participatory exercises with the stakeholders. It also helps to identify geographical areas, which are infected with the problems and causes of the problems.

2-4-11. Based on the Rapid Assessment, the ASR shall place the draft proposals before the Area Sabha for their consideration and approval. After approval of the Area Sabha the ASR shall submit draft proposals for development of the Area Sabha in Annexure XV to the Ward Committee for inclusion in the Ward Development Plan limiting the estimated cost of the proposals to the budget indication given by the Ward Committee. The secretary of the Ward Committee and Ward Level Officers shall render all assistance to ASR in preparation of the draft proposal in Annexure - XVI appended.

2-4-12. Plan for Poverty Alleviation : Secretary of the Ward Committee with the assistance of Community Organizer of UCD Section shall prepare draft plan for Poverty Alleviation Programmes in the ward covering, among others, the following items :

- i. Formation of Self Help Groups (SHGs)
- ii. Formation o Slum Level Federations
- iii. Bank Linkage to Self Help Groups
- iv. Skill training programmes for employment promotion
- v. Urban Self-Employment programmes

2-4-13. Consultation Workshop : After receipt of draft proposals from all Area Sabhas, the Secretary of the Ward Committee shall consolidate the draft proposals and prepare a draft Ward Development Plan containing the following outline :

- i. Introduction and background
- ii. Infrastructure and O&M status
- iii. Development Plan process - details of Rapid Assessment
- iv. Draft Plan for Poverty Alleviation
- v. Draft Development Plan details.

A consultation workshop on draft Ward Development Plan shall be conducted with members of Ward Committee, all participants at the participatory exercises of the rapid assessment, representatives of various groups mentioned in para 4-4-8 at ward level and prominent citizens of the ward. It shall be chaired by the Ward Member. The draft Ward Development Plan shall be circulated to all the participants in advance. The purpose of the consultation workshop is to seek the views of the stakeholders on the draft Ward Development Plan.

The workshop shall commence with a presentation on the draft Ward Development Plan and discussion on the findings of the Rapid Assessment in the Area Sabhas. All the participants at the workshop shall be given an opportunity to express their views on the draft Ward Development Plan. The views expressed at the consultation workshop shall be taken into consideration before finalization of the draft Ward Development Plan.

2-4-14. Approval of the Plan :After completion of the consultation workshop, the draft Ward Development Plan should be finalized taking into consideration the views expressed at the workshop and placed before the Ward Committee for approval.

2-4-15. Structure of the Ward Development Plan : The Ward Development Plan to be submitted to the Zonal Commissioner or an Officer authorized by the Commissioner shall consist of the following chapters :

- i. Chapter - 1 : Ward Profile in a narrative manner
- ii. Chapter - 2 : Details of participatory exercises conducted by Area Sabhas.
- iii. Chapter - 3 : Problems identified in maintenance of Urban Services by Area Sabhas
- iv. Chapter - 4 : Priorities identified for maintenance of Urban Services by Area Sabhas
- v. Chapter - 5 : Proceedings of consultation workshop
- vi. Chapter - 6 : Ward Development Plan in Annexure -XVI
- vii. Chapter - 7 : Monitoring mechanism - Monitoring of outcomes
- viii. Chapter - 8 : Plan for Poverty Alleviation Programmes

2-4-16. Monitoring and Review : The Ward Committee shall undertake monitoring and review of the Ward Development Plan once in a quarter to ensure effective implementation of the plan.

2-4-17. Timeframe for submission of Ward Development Plan : The Ward Committee shall submit the Ward Development Plan for the succeeding financial year by 31st of December to the Officer designated by the Commissioner. Action should be taken to consolidate and incorporate the development plans of all Wards in to the developmental plan of the ULB to be placed in the budget of the ULB.

WARD INFRASTRUCTURE INDEX & ASSETS INVENTORY

2-5. Provisions of the Act, Rules and Guidelines for preparation of Ward Infrastructure Index and Inventory of Municipal Assets are detailed hereunder:

2-5-1. Provisions of the GHMC Act:

“Section 8-A (6) (vii) :The Ward Committee shall discharge the following functions namely:-

xxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

(vi) Map the ward infrastructure index”.

(vii) Preparation of inventory of municipal assets”.

2-5-2. Provisions of the Rules as per GHMC Act:

No provision is made in the Rules on this subject.

2-5-3. Guidelines: Urban Local Body acquires as well as creates assets. Several definitions are in use for the word ‘asset’. From the public institution point of view, assets can be considered as resources controlled by the organization as a result of past events and from which future economic benefits or service potential are expected to flow to the organization.

2-5-4. The assets are broadly classified as Fixed Assets and Current Assets. Fixed assets are defined as ‘assets held with the intention of being used for the purpose of producing and providing goods and services and are not held for sale in the normal course of business or activity’. The Andhra Pradesh Municipal Accounts Manual (2008) classified the fixed assets in to the following 11 categories.

- i. Land
- ii. Buildings
- iii. Roads and Bridges
- iv. Sewerage and Drainage
- v. Water Works
- vi. Public Lighting
- vii. Plant and Machinery
- viii. Vehicles
- ix. Office and Other Equipment
- x. Furniture, Fixtures, Fittings and Electrical appliances
- xi. Other Fixed Assets

2-5-5. Among these, items (iii), (iv), (v) and (vi) can be classified as infrastructure assets. ‘Infrastructure assets’ are long-lived capital assets associated with governmental activities that are normally stationery in nature and can be preserved significantly for greater number of years than other capital assets, examples being roads, bridges, tunnels, drainage system, water and sewerage system, dams, and lighting system. Buildings are excluded from the definition of infrastructure assets, unless they are an ancillary part of network of infrastructure.

2-5-6. Infrastructure assets usually display some or all of the following characteristics

- i. They are part of a system or network
- ii. They are specialized in nature and do not have alternative uses
- iii. They are immovable, and
- iv. They may be subject to constraints on disposal.

2-5-7. The fixed assets are detailed as follows :

- i. **Land:** Land includes parks, play grounds, agricultural land, dhobighat, dumping ground, cart/rickshaw/taxi (other than underground taxi

stands)/cycle stand, parking places (other than those which are covered), layout open spaces, and any vacant site on which no construction has taken place. Where assets such as buildings, roads, and bridges etc. are constructed on land, all land (including covered land) should also be considered as land.

- ii. **Buildings:** Buildings include office buildings, school buildings, public conveniences, hospitals, dispensaries, maternity and child welfare centres, shopping complexes, town hall buildings, community centres, staff quarters, rest houses, workshop buildings, store buildings, covered taxi stands, covered parking areas.

Land under buildings should be separated and should be considered distinctly as 'Land'.

- ii. **Roads and Bridges:** This includes several types of assets including roads, pavements, footpaths, bridges, subways, over-bridges, flyovers, culverts and causeways.
- iii. **Sewerage and Drainage:** This includes items like roadside drains, underground drains, sewerage network etc. Plant and machinery for pumping stations including pumps would be classified under this head. If land and buildings for sewerage are already classified under 'Land' and 'Building' earlier, they need not be included
- iv. **Water works:** This include all items related to water works such as bore-wells, treatment plants, pumping stations, reservoirs, overhead tanks, pipelines, plant and machinery for water works etc. If land and buildings for water works are already classified as 'Land' and 'Buildings' earlier, they need not be shown again
- v. **Public Lighting:** This covers assets related to lighting and includes electrical installations like transformers, cables, lamps, fittings and poles. Any electrical installations other than public lighting should be covered under the head 'Furniture, Fixtures, Fittings and Electrical Appliances'
- vi. **Plant and machinery:** Plant and machinery include all engineering equipment like road rollers, bull dozers etc., medical equipment used in hospitals, dispensaries and maternity centres, scientific equipment, and generators etc. This will not include plant and machinery used specifically in water works, pumping stations, sewerage treatment plants etc, which are already classified under those heads. However, plant and machinery used for other purpose should be included under this head.
- vii. **Vehicles :** Vehicles include all types of trucks, water tankers, buses, jeeps, cars, two wheelers, three wheelers and loaders etc. Mobile machinery such as road rollers and bull dozers would not be classified as vehicles, as their primary purpose is not transportation.
- viii. **Office and other equipment:** All items of office use such as computers, peripherals, photocopy machines, type-writers, communication and telecom equipment would be recorded under this head. Other equipment (which may not be actually used in the office) may also be recorded under this head.
- ix. **Furniture, Fixtures, Fittings and Electrical Appliances:** They include metal as well as wooden chairs, tables, cup boards, water coolers, fans, air conditioners, refrigerators, TVs etc. Items which can be classified as Office and other equipment should be first classified under that head, else should be included here.

It would also include all types of installation cables, lamp posts, mercury vapour lamps, sodium vapour lamps, light fittings, power points etc. used in

the buildings and other premises used by the Municipal Corporation (other than those used for street lighting as they are included under the head 'Public lighting')

- x. **Other Fixed assets:** This will include all other assets not specifically covered in any of the earlier heads. It will include, for instance, intangible assets, software rights, copy rights etc. Specific assets with different valuation or reuse norms (such as heritage assets, works of arts etc.) may also be classified under this head.

2-5-8. Current assets in the municipal context include :

- i. Investments
- ii. Cash on hand
- iii. Cash at bank
- iv. Loans and advances
- v. Receivables of taxes, fees, user charges, rental income etc.
- vi. Stores and stocks on hand etc.

2-5-9. As regards Ward Committee's function, it is restricted for identifying the fixed assets only and not valuing them. Further, identifying the current assets is not in the domain of Ward Committee. Various formats have been prescribed by the Andhra Pradesh Municipal Accounts Manual for identifying the fixed assets and valuing them. The 15 forms prescribed under the Manual may be obtained from the head office. Among them, Form 9 (Capital works in progress) and Form 15 (Livestock) may not be required for the ward committee for the present exercise. Further, instead of going into the valuation aspect of fixed assets, the Ward Committee may adopt those formats for the purpose of identifying the assets. It would be useful to the ULB to cross check the office records and make necessary changes therein, if required.

2-5-10. General guidelines :

While identifying fixed assets, details may be collected department /section-wise within the jurisdiction of the ward. For instance, formats relating to 'Office and other equipment'; and 'Furniture, Fixtures, Fittings and Electrical Appliances' may be given in the first instance to each of the dispensaries, hospitals, maternity homes, etc. within the Health Section. The information of the assets in these units would be initially collected, which would be then consolidated later at the department/section (Public Health) level. The Ward committee may form separate teams which would collect the information in the formats provided, within a specific time frame.

2-5-11. The Ward Committee may coordinate the activity of collecting information for various categories of fixed assets. An illustrative list of assets for which separate teams may be formed is given below:

- i. Land - the team may include officials from Revenue and Town Planning Sections
- ii. Buildings - the team may include officials from Revenue and/or Engineering section
- iii. Roads, Streets and Lanes - the team may include officials from Engineering and Town Planning sections
- iv. Bridges, Culverts, Flyovers, Subways and Causeways - the team may include an official from Engineering section.

2-5-12. Separate teams may also be formed for collecting information for other category of the assets under the overall supervision of the Ward

Committee. The information gathered may be signed by the members of the concerned team and authenticated by the Ward Committee

2-5-13. Following guidelines may also be kept in view in the process

The immovable assets should be physically verified.

- i. The information relating to immovable assets collected during physical verification should be cross verified with existing records, if any.
- ii. Only such assets, whose ownership vests with the Municipal Corporation may be listed initially.
- iii. Assets, where ownership is under dispute may be separately listed and kept in record
- iv. Movable assets like plant and machinery, vehicles, furniture, fixtures and equipment (including office equipment) may also be physically verified.
- v. The movable assets listed during physical verification should also be cross-verified with the existing records, if any.

ANNUAL REPORT

2-6. Provisions of the Act, Rules and Guidelines for preparation of Ward Annual Report are detailed hereunder:

2-6-1. Provisions of the GHMC Act:

No provision in the Act.

2-6-2. Provisions of the Rules as per GHMC Act:

“Rule - 30 - Preparation of Annual Report:

The Ward Committee shall prepare an annual report on the functions, powers and activities performed by it by the end of June of the succeeding year”.

2-6-3. Guidelines : An annual report is a comprehensive report on the activities of the an organization throughout the preceding year. Annual reports are intended to give citizens and tax payers information about the Ward Committee’s activities and their performance in the delivery of urban services.

2-6-4. The Secretary of the Ward Committee shall prepare the annual report for the preceding year by the end of the month of May of the succeeding year and place it before the Ward Committee by 10th of June every year for consideration and approval.

2-6-5. The Secretary of the Ward Committee shall obtain information from all Ward Level Officers by the end of April of every year regarding the activities performed by them in the Ward during the preceding year. Based on the information received from ward level officers and information available in the office of Ward Committee, the Secretary of the Ward Committee shall prepare the annual report.

2-6-6. The Annual Report of the Ward shall include the following :

Part I : Introduction and overview: (Information on the following items)

- a. Area of the Ward Committee
- b. Population
- c. Total No. of households
- d. No. of slums
- e. Slum population

- f. No. of SHGs and SLFs
- g. No. of Colony Residents Welfare Associations
- h. Literacy

Part -II : Constitution and Management : (Information on the following items)

- a. Composition of Ward Committee
- b. Particulars of Chairperson and members of the Ward Committee
- c. No. of Area Sabhas
- d. Particulars of Area Sabha Representatives
- e. Particulars of Ward Level Officers
- f. Meetings of Ward Committee
- g. Meetings of Area Sabhas

Part -III: Maintenance of urban services : (Information on the following items)

- a) Sanitation and solid waste management
- b) Distribution of water supply
- c) Maintenance of storm water drains
- d) Maintenance of sewerage
- e) Working of street lights
- f) Minor repair of roads
- g) Maintenance of markets
- h) Maintenance of parks and playgrounds

Part-IV: Implementation of Poverty Alleviation Programmes : (Information on the following items)

- a) Preparation of list of beneficiaries for beneficiary oriented schemes, pensions and subsidies.
- b) Formation of Self Help Groups (SHGs)
- c) Formation of Slum Level Federations (SLFs)
- d) Bank Linkage to Self Help Groups
- e) Skill training programmes for employment promotion
- f) Urban Self-Employment programmes

Part-V: Particulars of inspection conducted by the Ward Committee : (Information on the following items)

- a) Particulars of inspection of the Ward Committee on the maintenance of urban services
- b) Particulars of the inspection of the maintenance works sanctioned to the Ward Committee
- c) Particulars of observations made by the Ward Committee during inspection of the maintenance works.
- d) Particulars of the Action Taken Reports submitted by the Ward Level Officers on the observations made by the Ward Committee

Part-VI: Particulars of Ward Development Plan : (Information on the following items)

- a) Funds allocated to Ward Committee

- b) Particulars of the maintenance works included in the Ward Development Plan.
- c) Particulars of implementation of the Ward Development Plan (list of works completed)
- d) Impact of the implementation of the Ward Development Plan

Part-VII : Particulars of fixed assets available in the Ward. : (Information on the following items)

- a) Land
- b) Buildings
- c) Roads and bridges
- d) Sewerage and drainage
- e) Water works
- f) Street lighting
- g) Plant and machinery
- h) Office and other equipments
- i) Furniture and fittings
- j) Other fixed assets

Part-VIII: Details of Revenue items relating to the Ward : (Information on the following items)

- a) DCB of Property Tax
- b) DCB of Trade License Fee

2-6-7.Meeting of Stakeholders on the Annual Report : After approval of the Ward Annual Report, it must be made available to the stakeholders namely Residents Welfare Associations, Slum Level Federations, Registered Associations / Institutions / Institutes / Bodies or Organizations / MahilaMandals , Trade Unions / Chamber of Commerce in the ward to enable them to study the report. After making the report available to the stakeholders, the Ward Committee shall wait a minimum of 2 weeks before holding an annual meeting with the stakeholders on the annual report. This facility provides stakeholders with adequate time to review the annual report, ask questions and prepare submissions. The Ward Committee shall hold an annual meeting with stakeholders by giving notice of the date, time and place of the annual meeting and obtain the feedback from the stakeholders on the annual report. The views expressed at the stakeholders annual meeting shall be recorded and due consideration shall be given to them by the Ward Committee while discharging their functions in the coming months and while preparing the Ward Development Plan.

A copy of the annual report with the proceedings of the Stakeholders meeting shall be submitted by the Chairperson of the Ward Committee to the Zonal Commissioner / Deputy Commissioner /Commissioner concerned by the end of July of every year. Annual reports of the Ward Committees shall be consolidated and incorporated in the annual report of the ULB.

2-6-8. Annexures :

The following Annexures shall be enclosed to the Annual Report :

- i. Names of Ward Committee members with occupation and telephone numbers
- ii. Names of Ward Level Officers with telephone numbers
- iii. List of works executed with their value, out of works sanctioned to the Ward Committee
- iv. List of fixed assets in the ward
- v. List of beneficiaries prepared for beneficiary oriented schemes, pensions and subsidies.

SAMEER SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT

SECTION OFFICER

List of Annexures

- Annexure - I** : Report of the Ward Committee on Maintenance of Sanitation
- Annexure - II** : Report of the Ward Committee on Maintenance of Water Supply and Sewerage
- Annexure - III** : Report of the Ward Committee on Maintenance of Roads
- Annexure - IV** : Report of the Ward Committee on Maintenance of Street Lights
- Annexure - V** : Report of the Ward Committee on Maintenance of Parks and Play Grounds
- Annexure - VI** : Report of the Ward Committee on Maintenance of Markets
- Annexure - VII** : Report of the Ward Committee on Implementation of Urban Poverty Alleviation Programmes
- Annexure - VIII** : List of eligible persons identified for Beneficiary Oriented Schemes (BOS) by Area Sabha
- Annexure - IX** : Inspection report of Ward Committee in respect of works sanctioned to Ward Committee
- Annexure - X** : List of repair works needed for maintenance of urban services in Area
- Annexure - XI** : List of repair works prioritized for maintenance of urban services by Area Sabha
- Annexure - XII** : List of repair works prioritized for maintenance of urban service by Ward Committee
- Annexure - XIII** : Ward Profile
- Annexure - XIV** : Problem in Service Sectors relating to O & M
- Annexure - XV** : Draft proposal of the Area Sabha for development
- Annexure - XVI** : Ward Development Plan

Annexure - I**Report of the Ward Committee on Maintenance of Sanitation**

No. and Name of the Ward :

Month:

Dates of Supervision :

No. of Ward Committee Members Present and names:

Sl. No.	Activity	No. WC Members said 'Yes'	No. WC Members said 'No'
1)	Whether muster is taken for the public health workers / private workers in the morning and evening hours		
2)	Whether regular sweeping of roads and footpaths is taken up		
3)	Whether regular cleaning of public toilets and urinals is being done		
4)	Whether the entire garbage and debris generated is transported daily to the transit camps / dumping yards properly		
5)	Whether rank vegetation along road margins is removed		
6)	Whether anti-larvel operations and fogging operations for control of Malaria are taken up		
7)	Whether the pin point programme (3 P) for <u>ULB</u> and private employees is followed		

Date:

Name & Signature of
Secretary, Ward CommitteeName & Signature of
Chairperson, Ward Committee

Annexure - II**Report of the Ward Committee on Maintenance of Water Supply and Sewerage**

No. and Name of the Ward :

Month:

Dates of Supervision :

No. of Ward Committee Members Present and their names:

Sl. No.	Activity	No. of WC Members said 'Yes'	No. of WC Members said 'No'
1)	whether distribution of water supply is being done regularly		
2)	Whether adequate pressure is maintained in water supply		
3)	Whether water supply lines are crossing sewerage lines and if so whether casement pipes are provided to water supply lines.		
4)	Whether there are any leakages in distribution lines and if so whether they are rectified		
5)	whether there is any chockage in the sewerage system and if so whether they are rectified		
6)	Whether timely redressal of complaints in call centre is ensured		

Date:

Name & Signature of
Secretary, Ward CommitteeName & Signature of
Chairperson, Ward Committee

Annexure - III

Report of the Ward Committee on Maintenance of Roads

No. and Name of the Ward :

Month:

Dates of Supervision :

No. of Ward Committee Members Present and their names:

Sl. No.	Activity	No. of WC Members said 'Yes'	No. of WC Members said 'No'
1)	Whether filling of potholes is arranged within 15 days' time limit prescribed in Citizen Charter		
2)	Whether catch pit cover replacement is arranged within 3 days' time limit prescribed in Citizen Charter		
3)	Whether removal of water stagnation is arranged within 2 days' time limit prescribed in Citizen Charter		
4)	Whether removal of chokes / blockages in emergencies is arranged within 2 days' time limit prescribed in Citizen Charter		

Date:

Name & Signature of
Secretary, Ward Committee

Name & Signature of
Chairperson, Ward Committee

Month:

No. of Ward Committee Members Present and their names:

**Name & Signature of
Chairperson, Ward Committee**

**Name & Signature of
Chairperson, Ward Committee**

**Name & Signature of
Chairperson, Ward Committee**

Annexure - VII

**Report of the Ward Committee on
Implementation of Urban Poverty Alleviation Programmes**

No. and Name of the Ward : Month:

Dates of Supervision :

No. of Ward Committee Members Present and their names:

Sl. No.	Activity	No. of WC Members said 'Yes'	No. of WC Members said 'No'
1)	Whether target fixed for coverage of all poor into SHGs is achieved		
2)	Whether COs/Pos attending SHGs/SLFs meetings as per schedule fixed.		
3)	Whether target fixed for provision of bank credit/ Bank Linkage to SHGs is achieved		
4)	Whether reimbursement of interest on bank loans is arranged to SHGs		
5)	Whether skill development training programmes are arranged as prescribed		

Date: Name & Signature of Secretary, Ward Committee Name & Signature of Chairperson, Ward Committee

No. and Name of the Ward :

Area Sabha No. :

Name of the Area Sabha Representative :

Name of the Beneficiary Oriented Scheme :

Date of meeting of Area Sabha : No. of voters present :

[illegible]

**Name & Signature of
Secretary, Ward Committee**

Annexure - IX

**Inspection report of Ward Committee in respect of works sanctioned to
Ward Committee**

No. and Name of the Ward : Date and time of visit :
Name of public work :
Work Number :
Estimated value / Tendered Value :
Percentage of work completed (in value):
Comments of Ward Committee Members:

Put ✓mark in the box

Sl.No.	Name of the Ward Committee Member	Satisfied Yes / No	Signature
		<div>YesNo</div>	
		<div>YesNo</div>	
		<div>YesNo</div>	
		<div>YesNo</div>	
		<div>YesNo</div>	
		<div>YesNo</div>	
		<div>YesNo</div>	
		<div>YesNo</div>	
		<div>YesNo</div>	
		<div>YesNo</div>	
		<div>YesNo</div>	

Date:

Name & Signature of
Deputy EE / AE

Annexure - X

Comprehensive list of repair works needed for maintenance of urban services in the Area

No. and Name of the Ward :

Financial Year :

No. of the Area Sabha :

Sl. No.	Nature of urban service	Name of the work	Estimated cost (Rs. in lakhs)
1.	Sanitation		
2.	Water Supply and Drainage		
3.	Roads		
4.	Street lights		
5.	Parks		
6.	Markets		

Date:

Name & Signature of
Secretary, Ward Committee

Annexure - XI

List of repair works prioritized for maintenance of urban services by Area Sabha

No. and Name of the Ward :

Financial Year :

No. of the Area Sabha :

Sl. No.	Nature of urban service	Name of the work	Estimated cost (Rs. in lakhs)	Prioritization No.
1.	Sanitation			
2.	Water Supply and Drainage			
3.	Roads			
4.	Street lights			
5.	Parks			
6.	Markets			

Date:

**Name & Signature of
Secretary, Ward Committee**

Annexure - XII

**List of repair works prioritized for maintenance of urban service
by Ward Committee**

No. and Name of the Ward :

Financial Year :

Sl. No.	Nature of urban service	Name of the work	Estimated cost (Rs. in lakhs)	Prioritization No.
1.	Sanitation			
2.	Water Supply and Drainage			
3.	Roads			
4.	Street lights			
5.	Parks			
6.	Markets			

Date:

**Name & Signature of
Secretary, Ward Committee**

Annexure - XIII - Ward Profile**1.1 Ward at a Glance**

Item		Units	Details
Ward		No. Name	
Year of Constitution		Year	
Ward Committee Members		No.	
Area Sabhas		No.	
Area		Sq.Km.	
Population	2011 Census	No.	
Population of SCs	2011 Census	No.	
Population of STs	2011 Census	No.	
Total Households		No.	
Literacy	Males	%	
Literacy	Females	%	
Literacy	Total	%	
Slums	Notified	No.	
Slums	Non-notified	No.	
Slum Population		No.	
Slum Households		No.	
Allocation of Funds during 2011-2012		Rs. in lakhs	
Government Hospitals		No.	
Urban Health Centers		No.	
Private hospitals		No.	
Government schools		No.	
a. High schools		No.	
b. Upper primary schools		No.	
c. Primary schools		No.	
Private Schools		No.	
a. High schools		No.	
b. Upper primary schools		No.	
c. Primary schools		No.	
Total Schools			
Burial grounds		No.	
Vegetable Markets		No.	
Parks		No.	
Playgrounds		No.	
Community Halls		No.	
Lakes / tanks		No.	

Civil Society Organizations		
TLFs	No.	
SLFs	No.	
SHGs	No.	
CMEY groups	No.	
Colony welfare associations	No.	
NGOs	No.	

1.2 Ward Environmental Infrastructure Maintenance Requirements

Sl.No.	Item	Unit	Details
1(a)	Existing Roads (length)	Km.	
1(b)	Roads required repairs (length)	Km.	
1(c)	New roads required (length)	Km.	
2(a)	Existing storm water drains (length)	Km.	
2(b)	Storm water drains required repairs (length)	Km.	
2(c)	New storm water drains required (length)	Km.	
3(a)	Existing water supply pipe line (length)	Km.	
3(b)	Water supply pipe line required repairs (length)	Km.	
3(c)	New water supply pipe line required (length)	Km.	
4(a)	Existing sewer line (length)	Km.	
4(b)	Sewer line required repairs (length)	Km.	
4(c)	New sewer line required (length)	Km.	
5(a)	Existing street lights	No.	
5(b)	New street lights required	No.	
6(a)	Existing parks	No.	
6(b)	Parks required repairs	No.	
6(c)	New parks required	No.	
7(a)	Existing play grounds	No.	
7(b)	Play grounds required repairs	No.	
7(c)	New play grounds required	No.	
8(a)	No. of households covered with door-to-door collection of garbage	No.	
8(b)	No. of households yet to be covered with door-to-door collection of garbage	No.	
8(c)	No. households arranging segregation of garbage at source	No.	
8(d)	No. of households yet to arrange segregation of garbage at source	No.	

1.3 Slum Environmental Infrastructure Maintenance Requirements

Sl.No.	Item	Unit	Details
1(a)	Existing Roads (length)	Km.	
1(b)	Roads required repairs (length)	Km.	
1(c)	New roads required (length)	Km.	
2(a)	Existing storm water drains (length)	Km.	
2(b)	Storm water drains required repairs (length)	Km.	
2(c)	New storm water drains required (length)	Km.	
3(a)	Existing water supply pipe line (length)	Km.	
3(b)	Water supply pipe line required repairs (length)	Km.	
3(c)	New water supply pipe line required (length)	Km.	
4(a)	Existing sewer line (length)	Km.	
4(b)	Sewer line required repairs (length)	Km.	
4(c)	New sewer line required (length)	Km.	
5(a)	Existing street lights	No.	
5(b)	New street lights required	No.	
6(a)	Existing parks	No.	
6(b)	Parks required repairs	No.	
6(c)	New parks required	No.	
7(a)	Existing play grounds	No.	
7(b)	Play grounds required repairs	No.	
7(c)	New play grounds required	No.	
8(a)	No. of households covered with door-to-door collection of garbage	No.	
8(b)	No. of households yet to be covered with door-to-door collection of garbage	No.	
8(c)	No. households arranging segregation of garbage at source	No.	
8(d)	No. of households yet to arrange segregation of garbage at source	No.	

1.4 Ward Social Infrastructure Maintenance Requirements

Sl.No.	Item	Unit	Details
1(a)	Existing municipal markets	No.	
1(b)	Markets required repairs	No.	
1(c)	New markets required	No.	
2(a)	Existing municipal burial grounds	No.	
2(b)	Burial grounds required repairs	No.	
2(c)	New burial grounds required	No.	

1.5 Poverty Alleviation Programmes

Sl.No.	Item	Unit	Details
1(a)	Existing Self Help Groups (SHGs)	No.	
1(b)	New Self Help Groups to be formed	No.	
2(a)	Existing Slum Level Federations	No.	
2(b)	New Slum Level Federations to be formed	No.	
3(a)	SHGs provided with Bank Linkage	No.	
3(b)	New SHGs to be provided with Bank Linkage	No.	
4(a)	Skill Training Programmes conducted	No.	
4(b)	Skill Training Programmes to be conducted	No.	

Date:

Name & Signature of
Secretary, Ward Committee

Annexure - XIV

Problems in Service Sectors relating to O & M

Name and No. of the Ward :
No. of the Area Sabha :

Financial Year :

Sl. No.	Service Sector	Major Problems	Whether related to O&M	Causes for the Problems
1.	Sanitation and Solid Waste Management			
2.	Roads and footpaths			
3.	Storm Water Drains			
4.	Street lighting			
5.	Parks			
6.	Playgrounds			
7.	Any other activity not covered above			

Date:

Name & Signature of
Secretary, Ward Committee

Annexure - XV

Draft proposal of the Area Sabha for development

Name and No. of the Ward :Financial Year :

No. of the Area Sabha :

Sl. No.	Sector	Name of the work	Estimated Cost (Rs. in Lakhs)
1.	Sanitation and Solid Waste Management		
2.	Roads and footpaths		
3.	Storm Water Drains		
4.	Street lighting		
5.	Parks		
6.	Playgrounds		
7.	Any other activity not covered above		
Total			

Date:

Name & Signature of
Secretary, Ward Committee

Annexure - XVI - Ward Development Plan

Name and No. of the Ward :

Financial Year :

Sl. No.	Sector	Name of the work	Estimated Cost (Rs. In Lakhs)
1.	Sanitation and Solid Waste Management		
2.	Roads and footpaths		
3.	Storm Water Drains		
4.	Street lighting		
5.	Parks		
6.	Playgrounds		
7.	Any other activity not covered above		
Total			

Date:

Name & Signature of
Secretary, Ward Committee